



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 18.24-DOE

Subject: Information For Initial Classification

supersedes: DYD 17.11

Approved by:

A handwritten signature in cursive script, appearing to read "George McHenry", is written over a horizontal line.

Effective date: 07/01/1990

Authority:

TCA-37-5-106

ACA Standard: 9383, 9388

- I. APPLICATION: To all staff members involved in the initial classification process.
- II. POLICY: The information specified herein must be available to the classification team before the final determination of a student's initial program placement.
- III. PROCEDURES: The classification coordinator shall ensure that the following information is available to the classification team before the final determination of a student's initial program placement:
 - A. Documentation of prior notification of the staffing to the appropriate individuals in the staffing of a student suspected of being in need of special education services; no staffing shall be held unless documentation of prior notification to parents/guardians is available;
 - B. A current social history and/or addendum provided by the Probation/Officer, including a summary of the student's criminal history, if any;
 - C. Valid commitment documents from the court which may include a social data sheet;
 - D. Medical and dental summary and immunization record;
 - E. Education records from the local education agency;
 - F. Educational assessment;
 - G. Academic achievement information;
 - H. Psychological and/or psychiatric evaluation, if indicated, including prior mental health evaluations, if applicable;

- I. Previous placement/treatment records (including program and aftercare plans), if applicable and available;
- J. Pre-vocational/vocational assessment, if applicable;
- K. Religious background and interests, if applicable and available;
- L. Written determination as to whether the student is in need of special education services or is mentally retarded (Integrated Assessment Report);
- M. Community classification report;
- N. Teacher observation report;
- O. Group life observation report, if applicable;
- P. Birth certificate or verification of birth ;
- Q. Physical fitness testing report and recreational interests, if pertinent.

IV. FORMS: None

**(Note: This Policy Cannot Be Revised Without Prior Permission
of Chancery Court, Davidson County, Nashville, Tennessee.)**